

## WASHINGTON NATIONAL RECORDS CENTER (WNRC)

## BANKRUPTCY BY FAX/MAIL

Please read our INSTRUCTIONS ON THE BACK SIDE OF THIS FORM and then follow the steps below to obtain photocopies of a BANKRUPTCY case (individual or business). Payment must be made by VISA, MASTERCARD, or DISCOVER if documents are returned by fax.

## Step #1: OBTAIN CASE INFORMATION

For each case, obtain the following information from the U.S. Bankruptcy Court where the case was closed. Your request cannot be serviced without the correct information in each of these blocks. PLEASE USE ONE FORM PER CASE. ORDERS WILL NOT BE TAKEN BY TELEPHONE.

City Where Court is Located	WNRC Accession Number -----	WNRC Shelf Location Number
Case File Name(s)	Case File Number	Agency Box Number

## Step #2: REQUEST INFORMATION

Please check appropriate block (only check one OPTION). REFER TO INSTRUCTIONS ON REVERSE SIDE FOR EXPLANATION OF OPTIONS.

- ☐ **OPTION A: PACKAGE** - Pre-selected documents from Individual or Business cases. Cost: \$10.00
- ☐ **OPTION B: ENTIRE CASE** - All documents of case file of Individual only (no Business cases). Cost: \$40.00
- ☐ **OPTION C: OTHER CHOICES** - Business or Adversary cases. If you choose C-1 below, you must include a copy of the docket sheet.
- ☐ **Option C-1.** Cost: \$35.00      ☐ **Option C-2.** Cost \$50.00
- ☐ **CERTIFICATIONS:** \$10.00 per certification (Copies can be certified if and only if the documents are to be returned by mail.)

Step #3: RETURN INFORMATION - Necessary information needed to process and return your request.

IF RETURNED BY MAIL, CHECK HERE ☐ AND COMPLETE BELOW:

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

IF RETURNED BY FAX, CHECK HERE ☐  
 FAX PHOTOCOPIES TO THE ATTENTION OF: \_\_\_\_\_

FAX NUMBER: (\_\_\_\_) \_\_\_\_\_

IF RETURNED BY FEDEX, COMPLETE INFORMATION ABOVE AND PROVIDE THE FOLLOWING:

BILL TO CREDIT CARD (if yes, complete information below)? ☐ YES ☐ NO

BILL TO FEDEX ACCOUNT NUMBER? ☐ YES ☐ NO Account Number: \_\_\_\_\_

PAYMENT FOR COPIES RETURNED BY FAX MUST BE MADE BY MASTERCARD, VISA, OR DISCOVER ONLY. Please print the following information.



ACCOUNT NUMBER: \_\_\_\_\_  
 EXPIRATION DATE: \_\_\_\_\_  
 YOUR DAYTIME TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_



## Step #4: SUBMIT REQUEST

Complete this form and FAX to (301) 457-0085 or mail to the address below. REQUESTS CANNOT BE MADE BY TELEPHONE.

Washington National Records Center  
 Attn: Reference Service Branch - Research Room  
 4205 Suitland Road  
 Suitland, MD 20746-8001

INSTRUCTIONS FOR REQUESTING COPIES  
OF BANKRUPTCY CASES  
FROM THE WASHINGTON NATIONAL RECORDS CENTER (WNRC) RETURNED VIA FAX or MAIL

IMPORTANT! READ THESE INSTRUCTIONS COMPLETELY BEFORE COMPLETING YOUR REQUEST FORM.

To review U.S. court records at WNRC, please refer to instructions titled **REVIEW U.S. COURT RECORDS AT WNRC**.

The Washington National Records Center will service requests delivered by the U.S. Postal Service, Common courier, or FAX for photocopies of Bankruptcy Case Files. ORDERS WILL NOT BE TAKEN OVER THE TELEPHONE. We do not send confirmation that your fax was received. Orders sent by fax must be paid by credit card (MasterCard, VISA, or Discover only). Orders sent to the WNRC by USPS or Common courier may be paid by check, money order, or credit card. Checks and money orders should be made payable to NATIONAL ARCHIVES TRUST FUND. Copy work will not be performed until payment is received. ALL COPIES of documents returned by FAX cannot be certified. Phone calls inquiring about the status of your request interrupt those processing the requests which lengthens the turnaround time. Requests are normally processed the day they are received, but no later than two days.

OPTIONS:

OPTION A: PACKAGE (INDIVIDUAL OR BUSINESS CASES). COST: \$10.00 (Uncertified), \$20.00 (Certified)  
The Washington National Records Center will make copies of the following documents only. NO SUBSTITUTES ACCEPTED!

1. Order of Discharge, Order of Dismissal, or Final Decree
2. Voluntary Petition (Top two sheets)
3. Summary of Debts and Property
4. Creditors Holding Unsecured Non-Priority Claims. These forms are designated as schedule A1, A2, and A3 on the older cases or D, E, and F on revised forms.

Some Bankruptcy cases do not contain all of these documents. If you choose the PACKAGE, you will receive copies of the documents that are filed in the case and a list of any documents that are missing. All questions concerning file contents should be directed to the appropriate BANKRUPTCY court.

OPTION B: ENTIRE CASE (INDIVIDUAL CASES ONLY). COST: \$40.00 (Uncertified), \$50.00 (Certified)

All documents of the case file will be copied. You will be notified and given further options if your request exceeds the 60 page limit for documents returned via fax or the 100 page limit for documents returned via mail.

OPTION C: OTHER CHOICES (BUSINESS OR ADVERSARY CASES).

Cases that in any way involve a business, even if there is only a statement that an individual was "doing business as", "formerly doing business as" or was in some way connected with a business (DBA), must be requested from this section. You will be notified and given further options if your request exceeds the 60 page limit for documents returned via fax or the 100 page limit for documents returned via mail.

C-1: SPECIFIC DOCUMENTS. COST: \$35.00 (Uncertified), \$45.00 (Certified)

A copy of the DOCKET SHEET obtained from the court indicating the case file name, number, and the date and title of the specific document(s) to be copied must be included with the request form. Circle the document(s) that are to be copied.

C-2: ENTIRE CASE. COST: \$50.00 (Uncertified), \$65.00 (Certified)

All documents of the case file will be copied. Docket Sheet is not required.

CERTIFICATIONS: \$10.00 per certification. Copies can be certified if and only if the documents are returned by mail. CERTIFICATION provides you with a form stating that all reproductions are a true and correct copy of documents in our custody. CERTIFICATION does not mean that photocopies are sent by certified mail.

YOUR REQUEST WILL BE RETURNED UNSERVICED IF:

1. The information supplied in Step #1 is incorrect or incomplete.
2. The name on the case file does not match the name and case number requested.
3. Your VISA, MasterCard, or Discover is not approved.
4. A copy of the DOCKET SHEET for Option C-1 is not included, or if requested items are not clearly marked.